



Embassy of the United States of America

Islamabad, Pakistan

Date: Aug 09, 2023

Pages: 1 to 5

To: **Offeror**

Request No: **19PK3323Q1148**

From: Contracting Officer
General Services Office
US Embassy,
Diplomatic Enclave, Ramna 5,
Islamabad.

E-mail: RanaMA@state.gov; AqeelM@state.gov;
Phone: 92-51-201-5159

Subject: Request for Quotation – Supply of Photocopiers

The U.S. Embassy Islamabad announces opportunity for the Open Market Vendors to participate in the bidding of "Supply of Photocopiers". It will be a Firm-Fixed Price Purchase Order and bids from all potential offerors will be accepted based on the assurance of genuine product, delivery time and competitive pricing. You are encouraged to submit your bids before the deadline, i.e. **Tuesday, August 22, 2023**. The vendors dealing in the similar trade are required to participate in this Solicitation.

1. Items Description

Sr. #	Item's Details	Required Quantity
1	Photocopier: Konica bizhub C750i - Photo Copier OR Equivalent Specs: <i>System speed letter Up to 75/70 ppm (mono/color)</i> <i>System speed 11" x 17" Up to 37/35 ppm (mono/color)</i> <i>Auto duplex speed letter Up to 75/70 ppm (mono/color)</i> <i>1st page out time letter 2.8/3.8 sec. (mono/color)</i> <i>Warm-up time Approx. 17/18 sec. (mono/color)¹</i> <i>Imaging technology Laser</i> <i>Toner technology Simitri® HD polymerized toner</i> <i>Panel size/resolution 10.1" / 1024 x 600</i>	10 Each

	<p>System memory 8,192 MB (standard/max)</p> <p>Solid state drive 256 GB SSD (standard) / 1 TB SSD (optional)</p> <p>Interface 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional)</p> <p>Network protocols TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP(S); Bonjour</p> <p>Automatic document feeder Up to 300 originals; A6–A3; 35–210 g/m²; Dualscan ADF</p> <p>ADF double feed detection Standard</p> <p>Printable paper size 3.5" x 5.5" – 12" x 18"; custom paper sizes, banner paper max. 47.2" x 11.7"</p> <p>Printable paper weight 52–300 g/m²</p> <p>Paper input capacity 3,650 sheets / 6,650 sheets (standard/max)</p> <p>Paper tray input (standard) 1x 500; 3.5" x 5.5" – 11" x 17"; custom sizes; 52–256 g/m² 1x 500; 5.5" x 8.5" – 12" x 18"; custom sizes; 52–256 g/m² 1x 1,500; 5.5" x 8.5" – 11" x 17"; 52–256 g/m² 1x 1,000; 5.5" x 8.5" – 11" x 17"; 52–256 g/m²</p> <p>Manual bypass 150 sheets; 3.5" x 5.5" – 12" x 18"; custom sizes; banner; 60–300 g/m²</p> <p>Automatic duplexing 3.5" x 5.5" – 12" x 18"; 52–256 g/m²</p> <p>Output capacity Up to 200 sheets / up to 3,300 sheets (standard/max)</p> <p>Stapling Max. 100 sheets or 98 sheets + 2 cover sheets (up to 300 g/m²)</p> <p>Stapling output capacity Max. 200 sets</p> <p>Letter fold Max. 3 sheets</p> <p>Letter fold capacity Max. 50 sets; unlimited (without tray)</p> <p>Booklet Max. 20 sheets or 19 sheets + 1 cover sheet (up to 300 g/m²)</p> <p>Booklet output capacity Max. 35 booklets; unlimited (without tray)</p> <p>Imaging unit lifetime Black up to 240,000/1,000,000 pages (drum/developer) CMY up to 165,000/1,000,000 pages (drum/developer)</p> <p>Warranty: One Year Warranty & services with Parts excluding Consumables</p> <p>Please make sure that photo copier must be listed with Underwriters Laboratories (UL), British Listed (BL), Canadian Electrical Code (CSA), European Conformity (CE), or KEMA-KEUR, and marked as such.</p>	
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	<i>Appliances used in the workplace must be rated for commercial use and include documentation that explicitly states. Moreover, it should meet with post's power requirements i.e., 220VAC and 50 Hz.</i>	
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2. Terms & Conditions:

a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the U.S. Embassy, Islamabad Warehouse and satisfactory completion of the delivery of acceptable items.

b) Warranty:

The Photocopier must be under warranty of Company's Specified time.

c) Period of Performance/ Delivery Address:

- The delivery is required to be made within **45–60 days** after receiving the approved Purchase Order.
- Vendor will deliver the ordered photocopiers at Plot# 80C, Street# 60, I-10/3, Industrial area, Dry Port Road, Islamabad.
- Deliveries will be accepted only on Tuesdays and Thursdays from 10:00 a.m. to 01:00 p.m. only; deliveries outside these days and time will be refused.
- Contact us at least three working days prior to delivery date and provide with full name/s (as written on NIC) of the person, driver/helper who will deliver the stuff, along with particulars of Purchase Order, vehicle/s to be used like make, model, color and license plate (registration) number.

d) Inspection & Acceptance:

A Government representative will inspect the equipment at the time of delivery or later to determine the required specs & genuineness acceptability and payment shall be released accordingly. Any equipment found with change in Specifications and Brand shall be returned to the vendor without entertaining the payment claim.

3. FAR/ DOSAR Clauses applies on this Solicitation:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same

force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<https://www.acquisition.gov/far>

DOSAR clauses may be accessed at:

<http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

Number	Title	Date
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2018
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled facility or access to a Federal information system)	JAN 2011
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2016
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	OCT 2018
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAY 2020
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	NOV 2020
52.246-26	REPORTING NON-CONFORMING ITEMS	JUN 2020

4. Evaluation Criteria:

The opportunity will be awarded on the basis of “**Lowest Price Technical Acceptability**”.

5. Quote Submission’s Due Date:

No Quote will be accepted after **August 22, 2023** via Email to following email addresses:

RanaMA@state.gov

AqeelM@state.gov

Other Requirements:

- a. Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
- b. Include list of your clients, you sold similar items within the last two years.
- c. Include below information in bid:
 - i Delivery Period after receiving of Purchase Order.
 - ii Bid must be valid for 30 days from the closing date for this solicitation.
 - iii Acceptance of our Net 30 days Payment terms.
 - iv Valid DUNS Number and SAM Registration is preferred.
- d. Bidder must have a physical business address, good financial health and authorized distributor of the offering equipment’s brand in order to get the proposal acceptable.
- e. Please provide reference of our Request Number **19PK3323Q1148** in all your correspondence regarding this request for price quotation.
- f. Please note that U.S. Embassy is exempted from taxes, therefore, submit a Tax-Free Quote.
- g. The Embassy needs the delivery detailed in 2(c) above and WILL NOT provide any Custom Clearance related documents in case of any import clearance.
- h. The Embassy may only provide the Tax Exemption Certificate from Ministry of Foreign Affairs after receiving the PROFORMA Invoice and it may take time of 6 – 10 Weeks. The vendor/ firm will be responsible to get the Zero-Rated Certificate from Federal Board of Revenue (FBR).
- i. Go through all the documents in the solicitation and read them very carefully. Your response must be in accordance with the solicitation and have the bid signed by an authorized representative of your company. Otherwise, the proposal may be considered unacceptable and may be rejected.

*******END*******